

Washington County

Job Description



Title:	Web Master	Code:	
Division:	Operations	Effective Date:	07/08
Department:	Information Technology	Last Revised:	09/11
FLSA:	Yes	Career Service:	Yes

GENERAL PURPOSE

Performs a variety of full performance **technical duties** related to the development, design, and maintenance of County web sites.

SUPERVISION RECEIVED

Works under the general supervision of the System Administrator.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Develops, designs, and maintains all County websites, including web applications, and associated websites at the behest of County officials; operates as editor of each site's content and gathers and researches information; designs graphics to enhance the look and functionality of the sites; oversees all technical aspects of the County websites.

Designs, writes and tests web-based applications and database systems; ensures user accessibility and site performance; creates database tables and schemas; manages conversion of live data.

Using graphic design skills, create print designs (flyers, booklets, brochures, etc.) that support County departments (e.g.: marketing of a conference, promotion of wellness programs, educational materials for elections, etc.).

Coordinates with all departments to ensure that content and design meet each department's needs and conform to the standards of the County guidelines as they pertain to content and public image; updates website information and graphic architecture to department needs.

Provides training and documentation for web-based services; evaluates and develops training aids; attends various seminars and workshops and self teaches various software applications; provides timely assistance and consultation.

Performs other related duties as required.

MINIMAL QUALIFICATIONS

1. Education and Experience:

- A. Graduation from college with a bachelor's degree in computer science, visual technology, programming, communications or related field;

AND

- B. Two (2) years of progressively responsible experience performing above and related duties; specific experience in web servers and web design and programming preferred;

OR

- C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Considerable knowledge of web site design languages (HTML, JavaScript (jQuery), CSS), graphic design tools (Photoshop, Illustrator, InDesign); PHP, database systems (MySQL,

Postgres, SQL); graphic design, user interface concepts, content management (WordPress), security, LAMP environments.

Ability to design, build, and maintain various web sites; communicate effectively verbally and in writing; establish and maintain effective working relationships with professionals, executives, department heads, and co-workers; work independently and deal effectively with stress caused by work load and time deadlines.

3. Special Qualifications:

Must possess a valid Utah Drivers License.
May be required to work weekends, holidays and evenings.

4. Work Environment:

Incumbent of the position performs in a controlled office setting. Tasks require variety of physical activities, involving muscular strain, such as walking, standing, stooping, sitting, reaching and lifting (50-100 lbs.). Talking, hearing and seeing essential to the performance of essential functions. Common eye, hand, finger, leg and foot dexterity also utilized in performance of daily tasks. Mental application utilizes memory for details, emotional stability, discriminating thinking and creative problem solving.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)